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SECRETARY OF THE AIR FORCE**



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U.S. AIR FORCE BAND PROGRAM

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(Ms Wendy Varhegyi)

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This instruction implements Air Force Policy Directive (AFPD) 35-1, *Public Affairs Management*. It identifies and describes Air Force Band resources and functions at all levels. It also implements DODD 5410.18, *Public Affairs Community Relations Policy*, and DODI 5410.19, *Public Affairs Community Relations Policy Implementation*. Read this instruction with AFI 36-2002, *Regular Air Force and Special Category Accessions*. This Instruction requires the collection and maintenance of personal information including the following systems notices: F035 AF SAFPA B (Hometown News Release Background Data File), F035 AF SAFPA C (Official Biographies), and F035 SAFPA A Mobilization Augmentee Training Folders. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afrims/afrims/afrims/rims.cfm>. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*, and route AF Form 847s from the field through the appropriate functional chain of command. This instruction applies to the Air National Guard (ANG) unless otherwise noted. The Air Force Reserve (AFR) does not have Air Force bands but rather is supported by active-duty Air Force bands.

SUMMARY OF CHANGES

This interim change is to remove references to the cancelled DoD Instruction 1005.4, *Performance of "The Star Spangled Banner," Foreign National Anthems, and "Hail to the Chief" by Service Bands*. It also updates: the Chief of Music and Band Integration position; band names, addresses and logistical requirements due to the restructuring of the PACAF Band, joint basing and band relocations; ensemble names; duty titles; band Areas of Responsibility, to include granting permission for bands to travel throughout CONUS to support events sponsored by their MAJCOM; and reference publications. It incorporates changes to 10 U.S.C. §974; clarifies policy related to digital media products, funding, music, and the State Funeral Plan; and makes some administrative corrections.

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Chapter 1

PURPOSE AND OBJECTIVES

1.1. Purpose of Air Force Bands. Air Force bands organize, train and deploy professional Airman musicians, harnessing the power of music to inspire immediate, positive, and long-lasting impressions of the United States Air Force and the United States of America in the hearts and minds of audiences worldwide.

1.2. Objectives of the Air Force Band Program.

1.2.1. Foster, enhance, and lift the morale and esprit de corps of Airmen in the United States (CONUS), outside the United States (OCONUS), and forward deployed locations.

1.2.2. Increase public understanding of the importance of airpower, the mission, policies, and programs of the Air Force and the bravery, sacrifice and dedication of Airmen.

1.2.3. Inspire patriotism and encourage young men and women to serve in the Air Force or other branches of the military.

1.2.4. Foster a deep appreciation of the rich history and legacy of the Air Force.

1.2.5. Strengthen relationships with a variety of publics to enhance the reputation of the Air Force as a respected professional organization charged with the responsibility for national security.

1.2.6. Advance international relationships, using music to bridge language, cultural, societal, and socio-economic differences.

Chapter 2

CAREER FIELD MANAGEMENT

2.1. Headquarters Air Force (HAF). SAF/PA is the functional manager of the Air Force band program. SAF/PAR manages all issues related to the organization, training, and equipping (OT&E) of Air Force bands. SAF/PAY manages band event policy issues, policy waivers, overall band strategy and facilitates integration of band capabilities in HAF-level targeted events. The Chief of Music and Band Integration is the primary point of contact in SAF/PAY regarding these issues.

2.2. The Career Field Manager (3N1XX & 3N2XX).

- 2.2.1. Coordinates, manages, advises, or assists on all band-related OT&E issues.
- 2.2.2. Coordinates overseas assignments with Air Force Personnel Center.
- 2.2.3. Provides SAF/PAR with band-related unit type code (UTC) sourcing and posturing guidance for active-duty and ANG bands.
- 2.2.4. Organizes and conducts career field conferences, workshops, and communications.
- 2.2.5. Conducts Staff Assistance Visits to active-duty bands.
- 2.2.6. Oversees total force initiatives in coordination with ANG Bands Program Manager. The Air Force Reserve is supported by active-duty Air Force bands.

2.3. Command and Installation Level. The Major Command (MAJCOM) or Direct Reporting Unit (DRU) to which an active-duty band is assigned has overall command and staff responsibility for the band. The MAJCOM or DRU provides funding, facilities, transportation, and effective use of band personnel. The MAJCOM or DRU is also responsible for authorizing awards and decorations for band members.

2.4. Squadron Level. Band squadrons are operational units commanded by band officers. Band officers are professionally trained musicians who master conducting as one of their specialties and are selected via audition. Once selected, they must successfully complete Officer Training School prior to being assigned to the career field. Band commanders are responsible for all fiscal, logistical, and operational activities of their squadron, including equipping, training, and deploying musicians in different configurations appropriate to mission requirements.

2.5. The Chief of the Air National Guard (ANG) Bands serves as the functional manager of the ANG band program and principal advisor to SAF/PA and National Guard Bureau Public Affairs (NGB-PA) on matters pertaining to ANG Bands. In addition, the Chief of ANG Bands:

- 2.5.1. Determines the readiness of ANG bands through technical inspections, staff assistance visits, reports, and written and electronic communication.
- 2.5.2. Recommends actions for improving the ANG band program to Director of the ANG, SAF/PA and NGB.
- 2.5.3. Develops policy guidance for the ANG band program.
- 2.5.4. Coordinates band policy issues directly with SAF/PAR, NGB, and the states.

2.5.5. Establishes qualifications and procedures for hiring and training new band officers and enlisted members and conducts band officer auditions to fill vacancies using the same musical performance standards for active duty USAF band officers.

2.6. The ANG Bands Enlisted Program Manager advises the Chief of ANG Bands on enlisted force issues as they pertain to ANG bands.

2.7. The Adjutant General (TAG). The Adjutant General of a state where a band is assigned directs the band's operations. The AG is responsible to ensure that band performances are equitably distributed throughout the band's AOR.

2.8. ANG Command and Installation Level Responsibilities. The highest level ANG commander (wing/group) where a band is assigned has overall command and staff responsibility for the band. The command ensures necessary funding, facilities, transportation, administrative support, and effective use of band personnel.

Chapter 3

BAND CLASSIFICATIONS, LOCATIONS, AND CAPABILITIES

3.1. Active-Duty Bands. Active-duty bands are organized as named AF squadrons classified as either premier or regional bands. Names and locations of active duty bands and Pacific Air Forces (PACAF)'s detachments are listed on Table 3.1.

3.1.1. The USAF Band, Joint Base Anacostia-Bolling, Washington, D.C. (AFSC: 3N2XX) is the Premier Band of the United States Air Force.

3.1.2. Regional band (AFSC: 3N1XX) units include all non-premier bands. **Note:** The USAF Band of the Pacific is a single regional band divided among three geographically separate operating locations assigned by PACAF. See Table 3.1.

Table 3.1. Active duty Air Force Bands

MAJCOM Affiliation	Band/Address
AFDW (Premier)	The United States Air Force Band 201 McChord Street Joint Base Anacostia-Bolling DC 20032-0202
USAFA	The United States Air Force Academy Band 520 Otis Street Peterson AFB CO 80914-1620
AFRC	Band of the United States Air Force Reserve 233 North Houston Road Suite 131-A Warner Robins GA 31093-8888
AETC	United States Air Force Band of the West 1860 Carswell Avenue Suite 1 Lackland AFB TX 78236-5542
ACC	United States Air Force Heritage of America Band 86 Hickory Street Joint Base Langley-Eustis VA 23665-2192
ACC	United States Air Force Heartland of America Band 109 Washington Square Suite 111 Offutt AFB NE 68113-2126
AMC	United States Air Force Band of Mid-America 900 Chapman Drive Scott AFB IL 62225-5115
AMC	United States Air Force Band of the Golden West 551 Waldron Street Travis AFB VA 94535-5000
AFMC	United States Air Force Band of Flight 3920 Lear Street Building 1420 Wright Patterson AFB OH 45433-5721
AFMC/ESC	United States Air Force Band of Liberty 25 Chennault Street Hanscom AFB MA 01731-1718

USAFE	The United States Air Forces in Europe Band Unit 4965 APO AE 09094-3486
PACAF	United States Air Force Band of the Pacific-Asia Unit 5075 APO AP 96328-500
PACAF	United States Air Force Band of the Pacific-Hawaii (OL-A) 1225 Vickers Ave Joint Base Pearl Harbor-Hickam HI 96853-5399
PACAF	United States Air Force Band of the Pacific-Alaska (OL-B) 9477 Pease Avenue Joint Base Elmendorf-Richardson AK 99506-2380
AFCENT	U.S. Air Forces Central Command (AFCENT) Band CAOC/PAB APO AE 09309

3.2. ANG Bands. ANG bands are organized as named AF squadrons. The Adjutant General of a state where a band is located is responsible to ensure that band performances are equitably distributed throughout the band's geographic area of responsibility (AOR). Names and locations of ANG bands are listed on Table 3.2.

3.2.1. Command and Installation-Level Responsibilities. The highest level ANG commander where a band is assigned has overall command and staff responsibility for the band. The commander ensures necessary funding, facilities, transportation, administrative support, and effective use of band personnel.

Table 3.2. Air National Guard Bands.

Band/Address
Air National Guard Band of the Central States (571 st Air Force Band) 10800 Lambert International Blvd Stop 16 Bridgeton, MO 63044-2314
Air National Guard Band of the Great Lakes (555 th Air Force Band) 2660 South Eber Road Swanton, OH 43558-9645
Air National Guard Band of the Mid-Atlantic (553 rd Air Force Band) 1505 Adams Street Building 505, Fort Indiantown Gap Annville, PA 17003
Air National Guard Band of the Midwest (566 th Air Force Band) 2412 South Falcon Boulevard Peoria, IL 61607-5023

Air National Guard Band of the Northeast (567 th Air Force Band) 50 Maple Street Milford, MA 01757-3680
Air National Guard Band of the Northwest (560th Air Force Band) 1403 W El Paso Fairchild AFB, WA 99011-5000
Air National Guard Band of the Smoky Mountains (572nd Air Force Band) 404 Brisco Drive McGhee-Tyson ANGB, TN 37777-6208
Air National Guard Band of the South (530th Air Force Band) 1388 First Street – Finch Bldg. Dobbins ARB, GA 30069-5007
Air National Guard Band of the Gulf Coast (531st Air Force Band) 200 Hensley Avenue Fort Worth, TX 76127-1672
Air National Guard Band of the Southwest (562nd Air Force Band) 107 Mulcahey Drive Port Huemene, CA 93041-4013
Air National Guard Band of the West Coast (561st Air Force Band) 669 Macon Road Stop 6 Moffett Federal Air Field, CA 94035-0103

Chapter 4

BAND MANNING AND CAPABILITIES

4.1. Band Manning. Active-duty bands are manned by both officer and enlisted Airmen auditioned from the ranks of professional performing musicians. With the exception of Band Managers and Superintendents, all enlisted band members execute collateral responsibilities (e.g., Operations, Supply, Finance, Administration) in addition to their musical specialties. Table 4.1 reflects the manning of active-duty regional bands. Table 4.2 reflects the manning of ANG Bands.

Table 4.1. Manning (Active-Duty Regional Bands).

	AFSC Shred	Standard	Variation Allowed
Officer	35B	1	2
Manager (E-9)	3N100	1	1
Superintendent (E-8)	3N191	1	1
Clarinet	3N1X1A	4	6
Saxophone	3N1X1B	3	5
Bassoon	3N1X1C	1	2
Oboe	3N1X1D	1	2
Flute	3N1X1E	1	2
Horn	3N1X1F	1	4
Trumpet	3N1X1G	4	8
Euphonium	3N1X1H	1	2
Trombone	3N1X1J	3	5
Tuba	3N1X1K	1	2
Percussion	3N1X1L	3	6
Piano	3N1X1M	2*	3
Guitar	3N1X1N	2*	3
Arranger	3N1X1P	0	1
Bagpipe	3N1X1Q	0	6
Vocalist	3N1X1R	2	5
Electric Bass	3N1X1S	2	3
Audio Technician	3N1X1V	2	3
Commander Discretion	Mixed Shreds	9	9
TOTAL		45	

*Combined total of Core M- and N-shreds must equal 4 positions. These positions can be split between the M- and N-shreds as determined by the local band commander.

Note:

1. Band commanders may adjust remaining positions to meet their unit's requirements but must not exceed the variation allowed numbers for any specific

AFSC shred as listed in Table 4.1.

2. The manning standard guidance as shown in Table 4.1 does not apply to the Band of the Pacific since it is divided among three geographically separate locations.

3. In addition to the above, at least one administrative support position is authorized for units of 30 members or more, not to be counted against total band officer and 3N1X1 positions.

Table 4.2. Manning (ANG Bands).

	Standard	Variation Allowed
Field Grade Officer	1	1
Manager (E-9)	-	-
Superintendent (E-8)	1	1
Clarinet	5 (3 double saxophone)	6
Saxophone	2	3
Bassoon	1	1
Oboe	1	1
Flute	2	2
Horn	3	3
Trumpet	4	5
Euphonium	1	1
Trombone	3	4
Tuba	1	1
Percussion	2	3
Piano	1 (double percussion)	2
Guitar	1	1
Arranger	-	-
Vocalist	1 (double percussion)	2
Electric Bass	1 (double percussion)	1
Audio Technician	-	1
Clerk (AFSC 3A000)	1	1
Commander Discretion	4	4
TOTAL	36	

4.2. General Capabilities. Bands may be reconfigured into various sub-units as directed by the band commander in order to meet mission objectives. The following are examples of unit capabilities common to all bands:

4.2.1. Popular Music Ensemble

4.2.2. Marching or Ceremonial Band

4.2.3. Jazz/Dance Band

4.2.4. Show Band

4.2.5. Protocol Combo

4.2.6. Vocal Ensemble

4.2.7. Chamber Ensembles – (e.g. Brass Quintet, Woodwind Quintet, Clarinet Quartet, Chamber Ensemble)

4.2.8. Individual Musicians (solo vocalist, pianist, bugler, etc.)

4.2.9. Symphonic Concert Band

4.2.10. Bagpipe Ensemble

4.3. Specific Capabilities of Premier, Regional and ANG Bands. Core manning factors listed in Table 4.1. for standard 45-member regional bands are required to meet State Funeral and deployment taskings and to ensure adequate personnel for CONUS and OCONUS assignment rotations. Core manning for ANG bands is listed in Table 4.2.

4.3.1. The Singing Sergeants, the official chorus of the USAF, is located at The USAF Band, Joint Base Anacostia-Bolling, DC.

4.3.2. The Air Force Strings is located at The USAF Band, Joint Base Anacostia-Bolling, DC.

4.3.3. The U.S. Air Force Reserve Pipe Band is located at the Band of the Air Force Reserve, Robins AFB, GA.

4.4. Band Readiness and Deployments. Air Force Bands must be ready to perform their mission in contingency and wartime environments. Deploying Air Force band musical support teams provides the combatant commander with operational assets specialized to enhance Airman morale and readiness and support host nation outreach initiatives.

4.4.1. Information about the deployment of Air Force Bands is located in AFI 35-111, *Contingency Operations and Wartime Readiness*.

Chapter 5

AREAS OF RESPONSIBILITY

5.1. Areas of Responsibility (AOR). Bands are assigned a primary tactical AOR. Table 5.1. lists primary tactical AORs for active-duty and ANG bands. To support civilian, military, or government-sponsored events outside their tactical AOR, bands must follow guidelines set forth in DODI 5410.19, *Public Affairs Community Relations Policy Implementation*, and confirm that:

- 5.1.1. No similar military asset local to the event is available to meet the request.
- 5.1.2. No other military band assets are participating in the event.
- 5.1.3. All opportunities for local area public concerts within the AOR have been met before accepting requests outside the AOR.
- 5.1.4. No invitations from within the AOR are being declined to allow the unit to accept the invitation outside the AOR.
- 5.1.5. The itinerary includes a full schedule of performances.
- 5.1.6. Bands may perform throughout CONUS to support events directly sponsored by their MAJCOM. For bands to support these events, MAJCOM leadership must determine that the event is sufficiently important to warrant support from a non-local band asset and be willing to incur the financial burden. Bands must ensure the support is provided with the utmost fiscal prudence, and fully consider paragraphs 5.1.1. and 5.1.5. above. Coordination between bands should take place in the earliest stages of the planning process.
- 5.1.7. Bands may combine assets to perform missions that cross AORs.

5.2. The Office of the Assistant Secretary of Defense (OASD) Office of Public Affairs identifies the specific CONUS area five-year schedule for use by the National Capital Region (NCR) based military bands (to include The USAF Band).

Table 5.1. AORs of Active Duty and ANG Bands.

Area of Responsibility	Band
National Capital Region, CONUS, OCONUS	The United States Air Force Band
CO, UT, CONUS	The United States Air Force Academy Band
WA, OR, ID, MT	Air National Guard Band of the Northwest
CT, MA, ME, NH, NJ, NY, RI, VT	United States Air Force Band of Liberty
CT, MA, ME, NH, RI, VT, Eastern NY	Air National Guard Band of the Northeast
AZ, LA, NM, TX	United States Air Force Band of the West
AZ, Southern CA, CO	Air National Guard Band of the Southwest
LA, NM, OK, TX	Air National Guard Band of the Gulf Coast
DE, Eastern MD, Eastern PA, NC, SC, VA	United States Air Force Heritage of America Band

DE, MD, NJ, PA, Western NY	Air National Guard Band of the Mid-Atlantic
IA, KS, MN, MT, ND, NE, SD, WY	United States Air Force Heartland of America Band
KS, MO, NE, SC	Air National Guard Band of the Central States
AL, FL, GA, MS, TN	Band of the United States Air Force Reserve
AL, FL, GA, NC, SC	Air National Guard Band of the South
AR, KY, MS, TN, VA	Air National Guard Band of the Smoky Mountains
AR, IL, MO, OK, MI (Upper Peninsula), WI	United States Air Force Band of Mid-America
IA, IL, MN, WI	Air National Guard Band of the Midwest
IN, KY, MI (Lower Peninsula), OH, Western MD, Western PA, WV	United States Air Force Band of Flight
IN, MI, OH, WV	Air National Guard Band of the Great Lakes
As directed by USAFE	The United States Air Forces in Europe Band
AK, as directed by PACAF	United States Air Force Band of the Pacific-Alaska (OL-B)
Japan, as directed by PACAF	United States Air Force Band of the Pacific-Asia
HI, as directed by PACAF	United States Air Force Band of the Pacific-Hawaii (OL-A)
Note: Coverage of OCONUS Combatant Commands covered above, will be provided either in accordance with paragraph 6.5 and sub-paragraphs or via a Request For Forces	

Chapter 6

OPERATIONS

6.1. General Guidance.

6.1.1. SAF/PAY manages all issues related to performance policy for Air Force bands. Operational oversight of premier and regional bands rests with the assigned MAJCOM/DRU Headquarters of each band.

6.1.2. To ensure MAJCOM or DRU band objectives are codified, aligned, and prioritized, bands should form a strategic targeting board. Suggested board membership should consist of band commanders and MAJCOM or DRU designated representatives from Public Affairs, Air Force Recruiting, Protocol, and Force Support/Services. Leadership of the board should be directed from the MAJCOM or DRU Director of Staff (DS) level or higher. Additional representatives may be included at the discretion of the MAJCOM or DRU. The board should meet on a regular basis to continually assess and target priority missions.

6.1.3. In order to share information, de-conflict schedules, and promote partnership between active-duty and Air National Guard bands, scheduling representatives from all active-duty and ANG bands should conduct an annual conference.

6.1.4. Strategic oversight of ANG band operations rests with the respective State Adjutants General.

6.2. Department of Defense Authority. The Department of Defense establishes policies for military bands to perform at certain events, ceremonies, broadcasts, and other activities in the civilian community. See DOD Directive 5410.18, *Public Affairs Community Relations Policy*, and DOD Instruction 5410.19, *Public Affairs Community Relations Policy Implementation*. Coordinate with SAF/PA for DOD approval to participate in:

6.2.1. Any event in the public domain that results in additional costs to the Air Force not covered by the participating band's budget.

6.2.2. Any event where more than one military band is requested to perform.

6.2.3. Public events in the National Capital Region. **Note:** The USAF Band, Joint Base Anacostia-Bolling, Washington, D.C., coordinates with the Military District of Washington, Directorate of Special Events and Ceremonies for NCR civic outreach and joint service events.

6.2.4. Events of international or national importance, including national conventions and meetings.

6.2.5. National sports and professional athletic events within the United States.

6.2.6. National television or radio events and programs.

6.2.7. Any request made for OCONUS travel, except Hawaii and Alaska, by military musical units located in the United States and its territories.

6.3. Legal Guidelines. All band performances must comply with the restrictions and criteria in DOD Directive 5410.18, DOD Instruction 5410.19, DOD 5500.7-R, *Joint Ethics Regulation*

(JER), and Title 10 of the *United States Code* (U.S.C.), Section 974. To ensure that every planned event complies with public law and DOD policy, at least one condition in each of the participation criteria categories listed in AFI 35-105, *Community Relations*, paragraphs 6. through 6.4.2.2. must be met.

6.3.1. Air Force bands will comply with current DOD guidance and the Joint Ethics Regulation in all matters concerning sponsorship, either corporate or private. Bands may receive support from corporate, private, or civic entities to defray venue, lodging, meals, transportation, and other costs. Such support will be clearly documented and, as appropriate, processed for gift acceptance in accordance with AFI 51-601, *Gifts to the Department of the Air Force*, or for gifts of travel reimbursement, 31 USC §1353. In exchange, bands may publicly acknowledge the sponsor at the concert through remarks, recognition in printed program notes (in a font and style that does not attract attention), and/or the display of small pendants or banners with the sponsor's name. Bands may not refer to sponsor products nor should pendants, banners, program notes, and advertisements. Air Force bands will not accept the free use of musical instruments, equipment, transportation, or services beyond what would normally be needed to accomplish a particular mutual interest performance or tour. This restriction on the amount or extent of support that can be permissibly accepted may extend to equipment (e.g. cell phones, computers); the use of intercity coaches, trucks, other vehicles, other transportation in kind (e.g. airline or boat passage); and services (e.g. lodging, long distance phone service). Acceptance of any such products or services for an extended period of time is prohibited. Bands must ensure that a prospective sponsor is not a prohibited source or an organization whose activities or policies are incompatible with those of the DOD. Bands will coordinate any question with their servicing legal office of the Air Force General Counsel's Fiscal, Ethics, and Administrative Law Division.

6.3.2. Air Force bands may play music for public events and parades sponsored by corporate, private, or civic entities when the event is of general interest or benefit to a local, state, or national community and is free and open to the entire community. The sponsor's role must be clearly civic in nature and not political or commercial. Band support at parades or events which are commercially sponsored, designed to increase business traffic, or associated with a particular religious or ideological movement (e.g. Christmas parade, beauty pageant, or political gathering) is not authorized. In general, the Air Force does not provide support to fundraising events. For more information, contact the base legal office or your higher headquarters.

6.3.3. Air Force bands may perform short patriotic programs at civilian sponsored social, civic, cultural, and athletic events. A patriotic program is defined as a program that helps a civilian sponsor provide honors to the flag and nation. It consists of patriotic or military music, appropriate military honors, and music for presenting the colors. Air Force bands may not engage in the performance of music in competition with local civilian musicians. Reference 10 U.S.C. §974 and ASD(PA) interim policy guidance released on 5 Nov 2009 and 29 Jan 2010 for definition of events in competition with local civilian musicians.

6.3.4. Bands may perform at events where general admission is charged and the band's participation is incidental to the primary event (e.g. county or state fairs, exhibitions). No additional charge may be imposed to hear the band play. Refer to DODD 5410.18, paragraph 4.1.4. and sub-paragraphs, and E2.1.14 for the descriptions of "incidental" support. Until

such time as new guidance is issued by the ASD(PA), the definition of music allowable under “incidental” support is limited to DODD 5410.18, paragraph E2.1.12.

6.3.5. Air Force bands are expected to perform concert tours and other concerts in traditional settings as part of their community outreach efforts. When a performance is not included in a band’s regularly scheduled and budgeted touring plan, it is the sponsor’s responsibility to absorb costs for performances. These costs normally include, but are not limited to, travel and transportation of military personnel and meals and lodging or per diem allowances payable under the provisions of the Joint Travel Regulations.

6.4. Requesting Band Performances (CONUS).

6.4.1. Civilian Sponsors.

6.4.1.1. Civilian sponsored events may be supported. The sponsor may be required to reimburse the Air Force for additional expenses. See AFI 35-105, *Community Relations*, for additional information.

6.4.1.2. Civilian sponsors requesting an Air Force Band must submit a DD Form 2536, Request for Armed Forces Participation in Public Events, via the Air Forces Outreach Request System (AFORS) at <http://www.outreachrequests.hq.af.mil>. Civilian sponsors should submit their request at least 90 days before the event.

6.4.2. Military and Government Sponsors.

6.4.2.1. Military and federal government sponsors requesting support by an Air Force Band in support of military events must submit a DD Form 2536 via the Air Forces Outreach Request System (AFORS) at <http://www.outreachrequests.hq.af.mil>. Military and government sponsors should submit their request at least 60 days in advance for active duty bands and 90 days in advance for ANG bands.

6.4.2.2. The Military District of Washington (MDW) coordinates all requests for military band appearances at public events and non-Air Force, official military and federal government functions within the National Capital Region. For further assistance for requests within in the MDW, please contact the MDW at 202-685-4990 or 202-685-2007 or via the MDW ceremonial request website at http://www.mdw.army.mil/cer_form.html.

6.4.2.3. Air Force requesters within the NCR do not need to coordinate through the MDW office and should contact The USAF Band scheduler at 202-767-9253.

6.4.2.4. When a band cannot provide a solo bugler for a funeral ceremony, the mortuary affairs officer is authorized to obtain a bugler from other authorized providers and pay using O&M funds. Additional options are outlined in AFI 34-242, *Mortuary Affairs Program*.

6.4.2.5. Funding and transportation costs are the obligation of requesters for events outside the band’s AOR. Funding and transportation costs are the obligation of the requestor within the AOR if the request comes after all resources have been allocated.

6.5. Requesting Band Performances (OCONUS).

6.5.1. The Secretary of Defense may delegate to commanders of combatant commands the authority to approve participation in public events overseas. Overseas MAJCOMs should follow guidance as prescribed in DODD 5410.18 and DODI 5410.19 as much as possible;

however, the policy direction and guidance of their combatant command headquarters takes precedence. Overseas bands should advise SAF/PAY when they participate in any public event, recording, or video project that significantly affects their operations or requires major administrative, financial, or logistical support. In general, all performances must comply with the criteria for participation in public events outlined in AFI 35-105, *Community Relations*.

6.5.2. Military services and subordinate commands located in the United States and its territories will refer all requests for OCONUS musical support to the appropriate combatant command.

6.5.3. Requests for OCONUS musical support may be approved only if:

6.5.3.1. The combatant command evaluates the request and tasks in-theater assets if the request meets support criteria. If no in-theater assets are available and the event is sufficiently important to warrant support, the combatant command will forward the request, with its recommendation, to OASD/PA for evaluation and approval.

6.5.3.2. OASD/PA evaluates the request and, if approved, forwards it to the appropriate military service for action.

6.5.4. Approval procedure for Air National Guard band OCONUS deployments differs from the above only in that combatant commands submit their requests for ANG band support through NGB-PA. National Guard Bureau Public Affairs evaluates requests and submits its recommended program of band trips to OASD/PA for approval.

6.5.5. Any situation not covered by the guidance on OCONUS travel of musical units stationed in the United States should be immediately brought to the attention of OASD/PA.

6.6. Band Performances for DOD or Government Sponsors.

6.6.1. General Guidance. Bands are authorized to support, subject to existing Government-wide and DOD ethics rules and regulations, all musical requirements at official United States Government events, on or off military installations, which are supported, in whole or in part, by United States Government funds. Refer to DODI 5410.19 for definitions of official functions. Bands are authorized to support, subject to existing Government-wide and DOD ethics rules and regulations, all musical requirements at traditional, yet unofficial, military sponsored events (e.g. dinings-in and-out, awards banquets, holiday parties,) on or off military installations, held only for service-members, service-members and their immediate families, or service-members, their immediate families and guests. Support for unofficial events held solely or primarily for family members is not authorized.

6.6.2. Specific Guidance.

6.6.2.1. Open Mess. Air Force bands are authorized to perform in open messes for official DOD functions regardless of the event's purpose (ceremonial, protocol, troop morale) and for other DOD functions where the primary objective is to promote the unit's esprit de corps, morale, retention, or quality of life as certified by the sponsoring official. Otherwise, Air Force bands are not authorized to perform for membership functions in open messes or for other membership association Non-Appropriated Fund Instrumentalities (NAFI). Band members who perform in open messes or for other

membership association NAFIs while off duty must perform in civilian attire and be paid appropriate compensation for their services from the open mess or other NAFI involved.

6.6.2.2. Air Force Reserve Officer Training Corps (ROTC) and Junior ROTC events. Bands may support Air Force ROTC and Junior ROTC ceremonial events and military balls provided they are held on school premises or a military base. These events may be supported off campus or off base if the ROTC component commander or Professor of Aerospace Science certifies on-campus or on-base facilities are not available. These events must be for ROTC cadets, faculty members, and guests. Band-budgeted Operation and Maintenance (O&M) funds may be used to pay for band transportation and per diem expenses. If O&M funds are unavailable, the ROTC unit must pay for band transportation and per diem expenses.

6.6.2.3. Recreational programs. Air Force bands may play for Air Force recreational programs. Functions sponsored by clubs that charge dues for membership are not approved for band participation, even though these clubs are approved for recreational activities.

6.6.2.4. Civil Air Patrol annual ceremonial events may be supported on base provided they have an active-duty sponsor

6.7. Recordings.

6.7.1. Bands are expected to produce digital media products as part of their community outreach and training initiatives. The Chief of Music and Band Integration (SAF/PAY) will provide guidance about production and distribution of digital media products created by Air Force bands.

6.7.2. Air National Guard bands follow a similar procedure except they coordinate through their state headquarters and the Chief of ANG bands.

6.8. Band Reports.

6.8.1. Active-duty CONUS regional bands will ensure their events in AFORS are updated daily to provide SAF/PAY with the most accurate and up-to-date picture of Air Force band schedules.

6.8.1.1. The USAF Band of the Pacific-Alaska and the USAF Band of the Pacific-Hawaii will also adhere to 6.8.1.

6.8.2. The USAF Band of the Pacific-Asia and the United States Air Forces in Europe Band will submit reports of monthly band performances electronically to SAF/PAY, by the 10th day of each month. In addition, these bands will submit reports of projected performance activities electronically to SAF/PAY by the 25th of each month.

6.8.3. The USAF Band (Joint Base Anacostia-Bolling, DC) and the AFCENT Band will submit reports of monthly band performances electronically to SAF/PAY, by the 10th day of each month.

6.8.4. ANG bands will submit reports of monthly band performances and projected performance activities on a quarterly basis to SAF/PAY.

Chapter 7

FUNDING AND LOGISTICS

7.1. Funding. The highest level of command, MAJCOM, DRU or wing, where a band is assigned provides operational funding for the band. A sizable portion of each band's operating budget must include funding for TDY support of military and civic outreach and recruiting events. Bands are authorized to purchase recruiting items of nominal value in support of recruiting efforts. Operating costs should be included in the band's annual budget submitted to the MAJCOM, DRU, or wing that has administrative and logistical support responsibility for that band.

7.2. Equipment & Supplies.

7.2.1. Bands procure equipment, supplies, and music per the applicable procedures described in AFMAN 23-110, *USAF Supply Manual*, and IAW the Air Force Equipment Management System at <https://earms2.wpafb.016af.mil/sites/asrs/home.asp>. Bands may buy supplies, expendable equipment, and music locally.

7.2.2. Before disposing of equipment, supplies, or music, bands will contact other active-duty or ANG bands and offer the opportunity to transfer materials or work with selected vendors in exchange for in-store credit. Bands return excess musical equipment purchased with appropriated funds to the equipment management office of the base supply facility for redistribution as described in AFMAN 23-110. If a band is deactivated, the band commander recommends to the MAJCOM or DRU how the band's music library, instruments, and equipment should be redistributed.

7.2.3. Band members may perform preventative maintenance and make minor repairs on band equipment. Complicated repair work will be performed through contracted sources in accordance with procedures described in AFI 64-102, *Operational Contracting Program*.

7.2.4. When band members move via a permanent change of station (PCS), certain performance equipment as agreed upon by gaining and losing band commanders may be transferred to the gaining band.

7.3. Music. The U.S. Navy arrangements of "The Star Spangled Banner," and foreign national anthems, and the U.S. Marine Band arrangement of "Hail to the Chief" are designated as the official musical arrangements to be rendered by all Air Force bands on appropriate occasions. The version of "The Star Spangled Banner" performed by The USAF Band, Ceremonial Brass, is also authorized. The USAF Band, Joint Base Anacostia-Bolling, is responsible for maintaining and providing up-to-date instrumental parts to the U.S. National Anthem, Hail to the Chief and all foreign national anthems to all Air Force bands. In addition, The USAF Band maintains electronic copies of all anthems for all DOD bands and provides all music required in support of State Funeral plans. For detailed information on ceremonial music, reference AFMAN 35-106, *Ceremonial Music*.

7.4. Performance Uniforms. Formal concert and ceremonial uniforms are authorized in Allowance Standard-016 and listed in AFI 36-2903, *Dress and Personal Appearance of Air Force Personnel*, Table 3.3. These items should be used for all concerts, parades, ceremonies, and official functions. Organizational clothing, performance clothing, and accessories will be

ordered, stored, cleaned, and maintained by bands with accountability resting with the respective individual band. For detailed information on the proper wear of ceremonial uniforms, reference AFMAN 35-106, *Ceremonial Music*.

7.4.1. When band members PCS to another band, certain performance uniforms or accessories as agreed upon by the gaining and losing band commanders may be transferred to the gaining band.

7.4.2. Blazers, tuxedos, gowns, and other formal attire are included in AS-016 for use by bands in appropriate social environments. Special costumes may be used in on-base entertainment functions and in connection with off-base recruiting and civic outreach performances when such wear would enhance the effectiveness of the program.

7.4.3. The ceremonial uniform will be worn as authorized in AFI 36-2903. These uniforms are authorized for wear only at the performance and during transport to and from the performance site.

7.4.4. MAJCOM commanders may authorize band members to wear distinctive uniform accessories in addition to uniforms authorized in AS-016 and AFI 36-2903. These are decorative items that can be worn temporarily or attached to authorized uniforms in connection with official performances. Sewn-on items or other attachments that permanently change the basic performance uniform must not be used.

7.4.5. Purchase of decorative items with military welfare funds is described in AFI 34-201, Table 12.1, *Use of Nonappropriated Funds (NAFS)*. The Supplemental Clothing Allowance for band members is described in AFI 36-3014, *Clothing Allowances for Air Force Personnel*. Rank insignia will be worn as prescribed in AFI 36-2903.

7.5. Facilities. AFI 32-1024, *Standard Facility Requirements*, outlines requirements for band facilities to include floor plans and room configurations, rehearsal studio sizes, and acoustical treatment for all performing groups. Rehearsal rooms and other space must include:

7.5.1. Acoustically treated rehearsal studios and individual practice rooms. All required band units should be able to train simultaneously in separate rehearsal studios. Rehearsal rooms should be soundproofed sufficiently so ensembles experience no degradation in rehearsal efficiency. A professional acoustician should be employed during design or redesign phases of a facility.

7.5.2. Secured areas for the music library, music arranging equipment, musical instruments, and supplies.

7.5.3. Individual lockers and separate dressing rooms and rest rooms for men and women.

7.5.4. Administrative spaces with separate offices for the commander, flight commander(s), manager, superintendent, first sergeant, operations section, and administrative support.

7.5.5. The minimum space requirements for band facilities are published in AFH 32-1084, *Standard Facility Requirements*, Section 6.2.

7.5.5.1. United States Air Force Band of the Pacific-Hawaii: 11,000 square feet.

7.5.5.2. United States Air Force Band of the Pacific-Asia: 19,000 square feet. **Note:** This band must be able to accommodate routine TDY support from the United States Air Force Band of the Pacific-Alaska.

7.5.5.3. United States Air Force Band of the Pacific-Alaska: 19,000 square feet.

7.5.5.4. Forty-five-member unit: 25,000 square feet.

7.5.5.5. The United States Air Force Academy Band: 30,000 square feet.

7.5.5.6. The United States Air Force Band: 60,000 square feet.

7.6. Vehicles. Bands are authorized vehicles as determined by local needs through their MAJCOMs. Minimum requirements are identified below.

7.6.1. The United States Air Force Band of the Pacific-Hawaii: one five-ton truck with lift and two 15-passenger van/truck carry-alls.

7.6.2. The United States Air Force Band of the Pacific-Asia: one intercity coach, one five-ton truck with lift, two 2.5 ton trucks with lift, two 15-passenger truck carry-alls.

7.6.3. The United States Air Force Band of the Pacific-Alaska: one five-ton truck with lift, one 2.5 ton truck with lift, one nine-meter intercity coach, and one 15-passenger truck carry-all.

7.6.4. Forty-five member unit: two intercity coaches, three trucks (any combination of 2.5 and five-ton trucks each with lift, as determined by local requirements,) and two 15-passenger truck carry-alls.

7.6.5. Bands will be the primary users of these vehicles. Intercity coaches are assigned to the vehicle operations branch of the base transportation squadron with the band as the primary user. All band travel requirements must be met before the coaches are used to support other authorized activities. When no band requirements exist, coaches may be used for other on- or off-base transportation needs.

7.6.6. When an intercity coach is not available for band use, it is the responsibility of the base transportation officer to lease or charter a replacement vehicle with a fund cite provided by the band to meet the band's scheduled engagements. Since charter contracts usually require a minimum of 24-hours prior notice, band coaches must not be used for non-band travel 24 hours before a scheduled band trip. This ensures sufficient time to make repairs or obtain a commercial contract for a replacement coach if the band coach should develop mechanical problems.

7.6.7. The band pays TDY expenses for drivers for all band-related travel. Band members must be trained and certified in order to drive any commercial vehicles. Band commanders must ensure this does not interfere with rehearsals, performances, other musical duties, and scheduled down time.

Chapter 8

ENLISTMENT, TRAINING, AND UTILIZATION

8.1. Enlistment.

8.1.1. Auditions. Applicants for the Air Force band program must undergo a pre-screening process to include an audio/video recording and performance resume. Materials may be submitted to any active-duty or ANG band. These materials are evaluated and those who pass pre-screening are invited to audition in person. Applicants for Air Force regional band (AFSC: 3N1X1) or premier band (AFSC: 3N2X1) positions audition in person. An active-duty band officer or band manager must approve the live audition. Applicants for ANG band positions (AFSC: 3N1X1Z) also audition in person. The ANG band commander or band manager must hear and approve the live audition. For standardized audition requirements for active-duty and ANG bands, refer to <http://www.bands.af.mil/careers/>. Comparable substitutions to the posted list (as determined and approved by band commanders) are authorized.

8.1.2. Accessions (Active-Duty Bands). According to AFI 36-2002, *Regular Air Force and Special Category Accessions*, upon successful completion of an audition, qualified applicants fill out AF Form 485, *Application for Enlistment - U.S. Air Force Band*. The completed form is transferred to the career field manager. The qualified applicant then contacts an Air Force recruiter to initiate formal entrance procedures.

8.1.3. Accessions (ANG Bands). Upon successful completion of an audition, applicants should be provided a letter of qualification from the band commander or band manager written on official letterhead. The qualified applicant then contacts an Air Force recruiter to initiate formal entrance procedures.

8.2. Training.

8.2.1. Active-duty and ANG band commanders administer the training programs in AFI 36-2201, Volume 2, *Air Force Training Program Training Management*, primarily through the Career Field Education and Training Plan (CFETP) for career field specialties 3N1X1, 3N2X1, and 3N1X1Z.

8.2.2. The CFETP provides information the career field manager, commanders, supervisors, and trainers to plan and conduct an effective career field training program. It outlines training which individuals must receive to develop and progress through their career.

8.2.3. All active-duty and ANG band members achieve Apprentice (3-skill level) through the standardized audition process, by serving in the 737th Training Group Drum and Bugle Corps at Basic Military Training (BMT), and through follow-on BMT training.

8.2.4. Air Force band members do not attend a technical training school after BMT. They proceed directly to their first duty station. In order to satisfy the requirements of 3-level training, recruits must be assigned to the 737th Training Group Drum and Bugle Corps.

8.2.5. In accordance with the CFETP, upon completion of BMT, ANG band members conduct follow-on training with an active-duty band for up to 120 days or at a regionally

accredited college or university for one academic term. The option will be determined by the ANG band commander at the time of enlistment.

8.3. Utilization.

8.3.1. Internal Utilization. Members of regional and ANG bands must perform regularly with at least one component of the band, as directed by the band commander. Chief master sergeants or senior master sergeants assigned to the duty positions of band manager and/or superintendent are exempt from this requirement.

8.3.2. External Utilization. Band members must not be given other duties by external agencies that interfere with performances, rehearsals, preparations, other musical duties, or scheduled down time.

8.3.2.1. Rehearsals are training missions, dynamic in nature, and essential to mission success. Musical missions are often scheduled at night, on weekends, and holidays. Compensatory down time is vital. Neither training missions nor down time should be interfered with. Individual musicians should not be scheduled for other duties when they conflict with a unit rehearsal, performance, or scheduled down time.

8.3.2.2. The wartime mission of bands remains the same as the peacetime mission, with the additional responsibility of deploying to theaters of operations. In wartime, bands must perform their primary mission. Band members must remain with their units during contingency operations or general war. Bands cannot fulfill their wartime mission unless all assigned personnel are available to perform their musical duties. Exercises and contingency training must not interfere with scheduled band engagements or band operational training. **Note:** Band members may be treated as part of the base manpower pool during local real-world disaster situations.

8.4. Off-duty Employment Responsibilities. Public law and Joint Ethics Regulations govern off-duty employment of band members and the use of bands in certain off-base situations.

8.4.1. Members of military bands are restricted in the degree to which they may compete off-base with civilian musicians. United States Code Title 10, Sections 3634, 6223, and 8634 plus JER 3.304 state, "No Air Force band or member thereof may receive remuneration for furnishing music outside the limits of an Air Force base in competition with local civilian musicians." This section does not prohibit Air Force members from playing off base on their off-duty time for pay if they are not competing with civilian musicians. All off-duty employment must comply with DODD 5500.07, *Standards of Conduct*. Consult the local staff judge advocate (SJA) for additional guidance.

Chapter 9

STATE FUNERAL PLAN

9.1. General Guidance. All active duty bands are postured to support the State Funeral Plan. The USAF Band, Joint Base Anacostia-Bolling, serves as the point of contact (POC) for all state funeral requirements involving Air Force bands.

9.2. Responsibilities (The USAF Band).

9.2.1. The USAF Band Drum Major is the primary POC. The USAF Band Assistant Director of Operations is the alternate.

9.2.2. The USAF Band Commander is the officer in charge and conductor for all State Funeral Plan support within the National Capital Region. The USAF Band Director of Operations is the alternate.

9.2.3. The USAF Band Assistant Director of Operations is responsible for the organization, development, and execution of The USAF Band Command Post and coordinates all operational support functions needed for unit execution during a state funeral to include maintenance and 24-hour manning of open telephone lines for the direct and exclusive communication of the state funeral plan. The command post is responsible for the coordination and documentation of entitlements for USAF Band members and will coordinate the return of personnel to the local area from leave or temporary duty (TDY).

9.2.4. Performance personnel will call the State Funeral Plan Hotline for performance scheduling information. All other personnel will be assigned to the command post. UCC Staff will release a squadron duty status roster to the command post and ceremonial brass operations personnel. UCC/Group leaders on TDY will account for all group members on TDY. If leave is interrupted due to official recall, personnel will be eligible for entitlements as authorized in *Joint Federal Travel Regulations 7220*, Volume 1 (Chapter 7, pg. 570-571.)

9.3. Responsibilities (Regional Bands).

9.3.1. Regional bands operate in support of The USAF Band during state funeral operations. Each regional band will have a state funeral primary and alternate POC and receive guidance from The USAF Band. The regional band commander is OIC and conductor of activities which take place outside of the National Capital Region.

9.3.2. Regional bands may be tasked to perform ceremonies or act as a support band.

9.3.3. Regional bands will follow the same recall procedures to ensure full accounting for all band members.

9.3.4. Upon official notification of the demise of a sitting or former president, all regional band members will call their unit noncommissioned officer in charge (NCOIC) to report their availability. All personnel will be on permanent standby until released via the State Funeral Plan Hotline number.

Chapter 10

INFORMATION COLLECTIONS, RECORDS, AND FORMS.

10.1. Information Collections. No information collections are created by this publication.

10.2. Records. The program records created as a result of the processes prescribed in this publication are maintained in accordance with AFMAN 33-363 and disposed of in accordance with the AFRIMS RDS located at https://afrims.amc.af.mil/rds_series.cfm.

10.3. Adopted Forms.

10.3.1. AF Form 485, *Application for Enlistment – U.S. Air Force Band*

10.3.2. AF Form 847, *Recommendation for Change of Publication*

10.3.3. DD Form 2, *Armed Forces of The United States—Geneva Convention Identification Card (Active)*

10.3.4. DD Form 93, *Record of Emergency Data*

10.3.5. DD Form 2536, *Request for Armed Forces Participation in Public Events*

10.3.6. DFAS Form 1, *Department of Defense Civilian Leave and Earnings Statement*

10.3.7. DFAS Form 702, *Defense Finance and Accounting Service Military Leave and Earnings Statement*

10.3.8. SF 601, *Health Record/Immunization Record*

10.4. Prescribed Forms. No forms are prescribed by this publication.

LES A. KODLICK, Brigadier General, USAF
Director of Public Affairs

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

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Allowance Standard 016, *Special Purpose Clothing and Personal Equipment*

NGB PAM 360-5, *National Guard Public Affairs Guidance*, 6 Jun 2008

Abbreviations and Acronyms

ACC— Air Combat Command

AETC— Air Education and Training Command

AF— Air Force

AFB— Air Force Base

AFI— Air Force instruction

AFMAN— Air Force manual

AFORS— Air Force Outreach Request System

AFPAA— Air Force Public Affairs Agency

AFPD— Air Force policy directive

AFRC— Air Force Reserve Command

AFSC— Air Force specialty code

AG— Adjutant General

AMC— Air Mobility Command

ANG— Air National Guard

AOR— area of responsibility

AS— allowance standards

BMT— Basic Military Training

CFETP— career field education and training plan

CFR— Code of Federal Regulations

COMREL— community relations

CONUS— continental United States

CSAF— Chief of Staff of the United States Air Force

DOD— Department of Defense

DODD— Department of Defense directive

DODI— Department of Defense instruction

DRU— direct reporting unit

DS— Director of Staff

FAM— functional area manager

FOA— field operating agency

HAF— Headquarters Air Force

IAW— in accordance with

MAJCOM— major command

MDW— Military District of Washington

NAFI— Non-appropriated Fund Instrumentalities

NCOIC— non-commissioned officer in charge

NCR—National Capital Region

NGB— National Guard Bureau

NGB—PA - National Guard Bureau Office of Public Affairs

O&M—operation and maintenance

OASD/PA— Office of the Assistant Secretary of Defense for Public Affairs

OCONUS— outside of the continental United States

OPLAN— operation plan

OPR— office of primary responsibility

OT&E— Organization, training, and equipping

PA— Public Affairs

PACAF— Pacific Air Forces

PAO— Public Affairs Office, Public Affairs officer

PCS— permanent change of station

POC— point of contact

RDS— Records Disposition Schedule

ROTC— Reserve Officer Training Corps

SAF— Secretary of the Air Force

SAF/PA— Secretary of the Air Force Office of Public Affairs

SAF/PAR— Secretary of the Air Force Office of Public Affairs Requirements and Development Division

SAF/PAY— Secretary of the Air Force Office of Public Affairs Civic Outreach Division

SJA— Staff Judge Advocate

TA— transportation authorizations

TAG— The Adjutant General

TDY— temporary duty

USAF— United States Air Force

USAFE— United States Air Forces in Europe

USAFA— U.S. Air Force Academy

UTC— unit type code